



## PERMIT APPLICATION CHECKLIST COOLING TOWER WATER METER SERVICE (SUB-METER)

When applying for a cooling tower water meter service for sanitary sewer credit, the following documents are required:

- € Cooling Tower Water meter (sub-meter) to be installed by a state licensed Plumbing Contractor (Building Department permit required).
- € Provide one of the following proofs of ownership
  - Copy of Property Warranty Deed
  - Copy of Miami-Dade County Property Assessor Property Tax Data (i.e. tax card).
- € Provide a notarized letter, signed by the property owner authorizing installation of a new cooling tower water meter service at a determined location within private property.
- € Provide complete, signed and notarized Agreement, whereby owner grants permission for access to the property for City personnel and agrees to further conditions as stated in the Agreement.
- € Submit complete cooling tower water meter service (sub-meter) application.

Customer shall be required to call and fax their monthly meter readings on the 1<sup>st</sup> Tuesday of the month in order to receive a credit to the account.

The City of Miami Beach Public Works Department's, Operations Facility is located at 451 Dade Boulevard (east of the Miami Beach Senior High School) service driveway.

Office hours for meter pick up 8:30 a.m. - 3:00 p.m.

Office: (305) 673-7681 / Fax: (305) 673-7364